

# **MBARS BUDGET SUBMISSION TRAINING MANUAL**

**Office of Budget and Program Planning  
August 14,15, 16, 2006**

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\*\*\*NOTE: The MBARS Users Manual published by the MBARS section of the SABHRS support unit is located on the MINE.

## **1. STEPS TO COMPLETE FOR YOUR BUDGET:**

The first 3 steps MUST be completed FIRST and in the following order:

- ✓ Review Position Attributes and Allocate Positions 100% to Reporting Levels
- ✓ Allocate Fixed Costs in the Adjusted Base Budget
- ✓ Fund the Adjusted Base

The following steps must be completed, but in no specific order:

- ✓ Create and/or Edit Decision Package Budgets and Narrative
- ✓ Enter and Update Revenue Estimates
- ✓ Input pay plan funding percentages
- ✓ Enter and Update Agency and Program Narrative
- ✓ Submit Your Budget

## **2. LOGGING ON TO MBARS**

- ✓ If you need to get an MBARS User ID/password, contact your agency security officer, who should make a request using the same process as is used for access to SABHRS.
- ✓ If you need to have your password reset, call the MBARS Help Desk at x5795.

To logon to MBARS:

- Enter your User ID and Password. Click the OK button.
- To change your password, click on File/Change Password.

Select a Budget Version:

The Version Control screen allows a user to select the version they want to view or work on in all subsequent screens.

- Select File on the Main Menu option bar.
- Click on Version Control. The Version Control screen will appear.
- Select the appropriate biennium from the “Select Biennium” drop down list. The screen will default to the last version the user had selected or to the 2009 biennium if the last version selected is no longer available. Data is also available for the 2001, 2003, 2005, and 2007 biennia.
- Select the “A02” version for your agency by either double clicking or clicking once on the version and clicking OK on the left hand portion of the screen [A01 for the University System Units].

### 3. FTE

#### **Allocating FTE to Reporting Levels:**

- ✓ View positions by clicking on Preparation/General Budgeting/Personal Services Details. Select a program from the drop down list.

Position No	Seq	DP Type	DP No
66201000	1		
66201002	1		
66201003	1		
66201004	1		
66201005	1		
66201006	1		
66201008	1		
66201009	1		
66201010	1		
66201011	1		
66201012	1		

- To view a position, click on the position number and click the “FTE Costing” button or double click on the position.
  - To select multiple non-consecutive positions to view, use Control-Click. To select multiple consecutive positions to view, use Shift-Click. The scroll bar on the right hand side of the screen will allow you to scroll through the position numbers available for selection if all positions cannot be displayed on the screen.
  - Once at the B124 “Position Services Details” screen, to migrate between the panels, use the up and down arrows in the upper right hand corner of the screen. The first panel has the down arrow highlighted and the second arrow has the up arrow highlighted.
  - If multiple positions have been selected, you can navigate between positions by using the left and right pointing arrows on the upper right hand corner of the Personal Services Details screens. The arrows with the line next to them go to the first or the last record. The arrows without the line go the next or previous record.

**MBARS System FT01/testbars/E/A/20096602A03**

File Reference Preparation Inquiry Reporting Window Help

**Personal Services Details**

Dept LABOR & INDUSTRY Version 2009-6602-A-03 B124

Desc Pkg [ ] Row 1 of 1

Position No 66201000 Position Seq 1 FTE Y1 1.00  
 Position Type P Program No 1 FTE Y2 1.00

Rate Y1 17.854 FTE Base Salary Y1 37,136  
 Rate Y2 17.854 FTE Base Salary Y2 37,136 Pay SUT ☒ Pay FICA ☒

Pay Plan 20 Job Code 131615 Vac Savings Yr1 ☒ Compute Incr ☒ Health Ins  
 Grade 5 Ret Type 01 Vac Savings Yr2 ☒ Vacant Pos ☐ ☐ None  
 Step 1 Wk Comp Cd 87444 Pay Longevity ☒ Exempt Ind ☐ ☒ State  
☐ Higher Ed.

	Salary	Longevity	Tot Ben	Health	Vacancy	Tot. Pers. Services
Y1	37,279	1,118	6,639	6,684	(2,069)	49,651
Y2	37,279	1,118	6,749	6,684	(2,073)	49,757

	FICA	Retirement	Wk Comp	SUT	Payroll Tax	Medicare
Y1	2,381	2,649	898	154	0	557
Y2	2,381	2,649	970	192	0	557

Update Insert Copy Update Budget Exit Position Allocation

**MBARS System FT01/testbars/E/A/20096602A03**

File Reference Preparation Inquiry Reporting Window Help

**Personal Services Details**

Dept LABOR & INDUSTRY Version 2009-6602-A-03 B124

Pos No 66201000 Position Seq 1 Program No 01  
 Position Type P

Next Longevity Increment Date 03/11/2010 Current No of Yrs of Srvc 11

FY 2007 Longevity Incr. 2  
 FY 2008 Longevity Incr. 2  
 FY 2009 Longevity Incr. 2

	Salary	Longevity	Tot Ben	Health	Vacancy	Tot. Pers. Services
Y1	37,279	1,118	6,639	6,684	(2,069)	49,651
Y2	37,279	1,118	6,749	6,684	(2,073)	49,757

	FICA	Retirement	Wk Comp	SUT	Payroll Tax	Medicare
Y1	2,381	2,649	898	154	0	557
Y2	2,381	2,649	970	192	0	557

Update Insert Copy Update Budget Exit Position Allocation

- There are two personal services detail screen panels. These screens provide the detailed attribute information about each position that is used in conjunction with standard pay rate tables for computing personal services costs. Personal services costs are automatically posted to the expenditure budgets (once the positions are allocated to Reporting Levels) when users click on the Update Budget command button. Personal services costs reflect the annualized costs of current HB 2, HB 576, and SA positions for each year of the upcoming biennium.
  - FTE attribute detail is maintained at the program level, even though FTE can be allocated to lower reporting levels.
  - If FTE changes are required in present law budgets or as part of new proposals, these changes can **ONLY** be made using decision packages. These positions are designated by the words “New Position” displayed to the right of the position number on the position selection screen.
- Positions **MUST** be allocated 100% to reporting levels. If this is not done, you will not be able to submit your budget. To allocate a position among reporting levels **WITHIN** a program, click on the “Position Allocation” button at the bottom of the Personal Services Details screen.
  - **NOTE 1:** PeopleSoft allows positions to be paid across programs, however **MBARS DOES NOT** allow this.
  - **NOTE 2:** This allocation of positions, and the posting of costs via the Update Budget command button, **MUST** be done prior to funding the adjusted base budget or the entire cost of all positions will not be included in the budget.
  - **NOTE 3:** Budget reports R607b (Out of Balance) and R617 or R618 (Position Allocation Exceptions) may be useful in this task.
  - **NOTE 4:** **NEW!~!** Screen B123 “Select Position.” A new ‘Mass Allocation’ command button allows users to input allocation information to a new Screen B124b “Mass Allocation” in order to allocate one or many positions with a single set of allocation data.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Position Allocations

Dept LABOR & INDUSTRY Version 2009-6602-A-03 B124a

Position No 66201000 Position Seq 1

Allocation Percent		Reporting Level	Decision Package
2008	2009		
100.000%	100.000%	6602-01-01-10-00-00-00	

100.000% 100.000% Total Allocation

Update Insert Delete Undo Exit

- To insert addition rows, click the “Insert” button. Click Update to save your work.

### **FTE and Decision Packages:**

- ✓ If any changes need to be made to an existing FTE or if you are requesting new FTE, the changes MUST be included in a decision package.
  - An easy way to create a new position is to select an existing position, open it, and click on the Copy or Insert command button.
  - A new position may also be created by having NO positions highlighted on the Select Position screen and clicking the “FTE Costing/Insert” button.
    - You must associate new positions with a decision package by clicking on the drop down arrow on the top of the screen.
    - Adjust the pay plan, grade, and any other attributes as needed.
    - Use the existing SABHRS position number for Modified FTE you are requesting the position to become permanent and use the position number you want to have on SABHRS HR for any new FTE.
    - Complete the Position Allocation screen for your new position. This MUST be done for ALL EPP Positions that were created via an EPP request as well as new positions created within a decision package.
    - Click the Update button to save position allocation information and click on the Update Budget button to post the costs to the budget.

#### **4. VERIFYING AND FUNDING THE ADJUSTED BASE BUDGET:**

- ✓ Go to Preparation/General Budgeting/Budget Request and double click on the “not complete” for this item, **or** highlight the “Not Complete” and click on the Go To Screen button, **or** go to Preparation/General Budgeting/Budget Request.

**Note:** Access to your version is controlled using the status block shown on the right hand side of the screen. Agency budget versions will be accessible to agency users, as designated by the OPEN status, while the Legislature and the OBPP user access will be denied, as designated by the CLOSED status. If you want the OBPP to be able to view your version, change the drop down menu to OPEN, likewise for the LFD. If you don't want them to be able to view your budget, leave them CLOSED.

The screenshot shows the MBARS System interface. The title bar reads "MBARS System FT01/testbars/E/A/20096602A03". The menu bar includes "File", "Reference", "Preparation", "Inquiry", "Reporting", "Window", and "Help". The main window is titled "Budget Control Checklist" and contains the following information:

Screen/Validation	Status	Access
Program Narrative	Not Complete	Agency: Open
Agency Narrative	Not Complete	Legislature: Closed
Budget Request	Not Complete	OBPP: Closed
Fund Distribution	Not Complete	
Revenue Estimates	Not Complete	
Position Allocation	Not Complete	

At the bottom of the window, there are two buttons: "Go to Screen" and "Exit".

#### **Select a Reporting Level:**

- The Open Budget Request screen lists all reporting level 4s for that version for the agency. Select the appropriate reporting level by clicking once and clicking Open, or by double clicking on the line.



## Viewing the Budget Request Data:

- This screen shows first level account and fund type summarized information. This screen also provides the totals of costs and expenditures for the selected reporting level.
- Remember, the amount displayed in the adjusted base column for 61000-Personal Services will not be accurate unless ALL positions are allocated 100%.

**MBARS System FT01/testbars/E/A/20096602A03**

File Reference Preparation Inquiry Reporting Window Help

**Open Budget Request**

**Budget Request**

Dept DEPARTMENT OF LABOR & INDUSTRY Version 2009-6602-A-03 Organization B210  
 Program WORKFORCE SERVICES DIV Level 6602-01-01-10-00-00-00 Project/Grant

	FTE	Actual Year	Current Year	Yr 1	Yr 2
		256.98	256.98	256.98	256.98

Account	Base Expenditures FY 2006	Adjusted Base FY 2008	Total Adjustments FY 2008	Total Request FY 2008	Adjusted Base FY 2009	Total Adjustments FY 2009	Total Request FY 2009
61000	\$10,051,251	\$12,676,758	\$0	\$12,676,758	\$12,732,379	\$0	\$12,732,379
62000	\$3,577,897	\$3,609,474	\$0	\$3,609,474	\$3,607,447	\$0	\$3,607,447
63000	\$73,398	\$73,398	\$0	\$73,398	\$73,398	\$0	\$73,398
64000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
66000	\$1,635,192	\$1,635,192	\$0	\$1,635,192	\$1,635,192	\$0	\$1,635,192
<b>Total</b>	<b>\$15,507,774</b>	<b>\$18,164,858</b>	<b>\$0</b>	<b>\$18,164,858</b>	<b>\$18,218,452</b>	<b>\$0</b>	<b>\$18,218,452</b>
GENERAL FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE/OTHER SPE	\$6,335,992	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$15,507,774</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Exit Exp Detail Fund Detail Decision Packages

- To view third level account detail for a first level account, click on the first level account and then click "Exp Detail" on the bottom of the screen or double click on the first level expenditure account you desire the detail for.
- NOTE: These are aggregated amounts based on RL "tree" structure and exclude One-Time-Only (OTO) and/or Non-Budgeted expenditure records.

- Agencies should verify the information contained in the Base Expenditures column.

**Budget Request Expenditure Detail**

Dept DEPARTMENT OF LABOR & INDUSTRY Version 2009-6602-A-03 Organization B211  
 Program WORKFORCE SERVICES DIV Level 6602-01-01-10-00-00-00 Project/Grant

Account Descr	Base Expenditures FY 2006	Adjusted Base FY 2008	Total Adjustments FY 2008	Total Request FY 2008	Adjusted Base FY 2009	Total Adjustments FY 2009	Total Request FY 2009
62000 Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62102 CONSULT & PRC	\$1,163	\$1,163	\$0	\$1,163	\$1,163	\$0	\$1,163
62104 INSURANCE & B	\$55,028	\$55,028	\$0	\$55,028	\$55,028	\$0	\$55,028
62108 LEGAL FEES & C	\$475	\$475	\$0	\$475	\$475	\$0	\$475
62112 BONDS - NON D	\$15,023	\$15,023	\$0	\$15,023	\$15,023	\$0	\$15,023
62114 PAYROLL SERVI	\$8,047	\$8,047	\$0	\$8,047	\$8,047	\$0	\$8,047
62115 PHOTOGRAPHIC	\$76	\$76	\$0	\$76	\$76	\$0	\$76
62127 OTHER LEGAL C	\$14,293	\$14,293	\$0	\$14,293	\$14,293	\$0	\$14,293
<b>Exp Total</b>	<b>\$3,577,897</b>	<b>\$3,609,474</b>	<b>\$0</b>	<b>\$3,609,474</b>	<b>\$3,607,447</b>	<b>\$0</b>	<b>\$3,607,447</b>

Account Descr 62000 - Operating Expenses Actual Year Base \$0  
 First Year Base Adjusted \$0 Second Year Base Adjusted \$0

Update Insert Undo Exit Decision Packages Fund Detail

- ✓ If accounts are needed that aren't included in the base, insert them on this screen by clicking the insert button and selecting the account and they will become available for Decision Packages.

### Entering Fixed Costs into the Adjusted Base Budgets:

- ✓ The adjusted base will already include personal services costs for all current level HB2, HB576, and SA FTE (if the positions have been 100% allocated to reporting levels and the Update Budget button has been clicked) and all adjustments for inflation/deflation.
- ✓ The budget instructions issued by OBPP contain a spreadsheet (and supporting detail) showing the amounts agencies must budget for certain specific fixed costs. Agencies may allocate the total amount among reporting levels as appropriate. OBPP will verify that only the correct amount is included in agency budgets.
  - To enter a fixed cost amount in the adjusted base column of a budget, go to the Budget Request Expenditure Detail Screen. Click on the line containing the appropriate account. Near the bottom of the screen, two white boxes will show called "First Year Base Adjusted" and "Second Year Base Adjusted". Enter the appropriate amounts from the fixed costs spreadsheet and click update to save your work. Repeat for additional accounts and reporting levels as needed to completely allocate the fixed cost amounts.
  - If the fields are "grayed" no updates are allowed to the account.
  - Note in 1 case, an account is inflated and will also be "white" for editing. Account 62510 – Motor Pool Leases is inflated to reflect the new motor pool rates for vehicles in agency possession in FY 2006. The account is also open to allow agencies that will receive lease vehicles in FY 2007 to add the vehicle budget from the OBPP lease vehicle spreadsheets.

## Funding the Adjusted Base Budget:

- ✓ Once the base budget has been verified, all FTE have been allocated, and the fixed costs have been included, the adjusted base should be funded.
  - To manually fund the budget, click on the “Fund Detail” button at the bottom of the screen or double click on the funding line. Click on the each fund type and enter the appropriate amount in the white boxes for each year on the bottom of the screen. There are no default or percentage type funding options.
  - FYI: Percentages of funding for Base Budget Actual Expenditures is available to view at Preparation/Fund Distribution/Group 1 Detail.
  - If funds are needed that aren’t included in the base, insert them on this screen and they will become available for Decision Packages. (Contact Amy Sassano at OBPP to add needed funds that are not available)
  - B211a “Budget Request Funding Detail:” Agency users can now select a ‘Line Item’ value on this screen if they desire. This functionality **MUST** be utilized to associate a line item code of “Legislative Audit (Restricted/Biennial)” to a funding line. The “No Line Item” value corresponds to the main appropriation line printed in HB 2 for each program. If a Legislative Audit line item has been added, a fund may have two lines on the funding screen – one with “No Line Item” and one for the Legislative Audit.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

**Budget Request Funding Detail**

Dept DEPARTMENT OF LABOR & INDUSTRY Version 2009-6602-A-03 Organization B211a  
Program WORKFORCE SERVICES DIV Level 6602-01-01-10-00-00-00 Project/Grant

Fund Name	Fund No	Line Item Code	Base Expenditures FY 2006	Adjusted Base FY 2008	Total Adjustments FY 2008	Total Request FY 2008	Adjusted Base FY 2009	Total Adjustments FY 2009	Total Request FY 2009
GENERAL FUND	01100	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracts From PHF	02242	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employment Securit	02258	0	\$5,736,581	\$0	\$0	\$0	\$0	\$0	\$0
MJTP Subgrants/Co	02288	0	\$597,930	\$0	\$0	\$0	\$0	\$0	\$0
DLI Info Exchange/R	02315	0	\$1,481	\$0	\$0	\$0	\$0	\$0	\$0
Employment Trng G	03124	0	\$1,846,576	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Funds</b>			\$15,507,774	\$0	\$0	\$0	\$0	\$0	\$0

Fund 01100 - GENERAL FUND Line Item 0 - NO LINE ITEM

Actual Year Base \$0 Year 1 Base Adjusted \$0 Year 2 Base Adjusted \$0

**Total Exp.** \$15,507,774 \$18,164,858 \$0 \$18,164,858 \$18,218,452 \$0 \$18,218,452

Update Insert Undo Exit Decision Packages Exp Detail

Exit Exp Detail Fund Detail Decision Packages

## 5. MAKING ADJUSTMENTS TO THE BUDGET USING DECISION PACKAGES:

- ✓ Any changes to an agency's budget (with the exception of fixed costs and inflation) MUST be made using a decision package (DP). Decision Packages are categorized as either a Present Law Adjustment (PL) or a New Proposal (NP). See the OBPP Executive Budget Instructions for definitions.
- Budget change packages that were submitted during the EPP process and either approved or pended will automatically be loaded in your MBARS "A" version as DPs.
- To create a new DP, first click on Preparation/General Budgeting/Decision Package Definition.
  - Select the program the DP should be attached to using the "Reporting Level" drop down selection. Click on the "Insert" button. Enter the DP description, DP number, and DP type. Enter the DP narrative following the guidelines set forth in the OBPP executive budget instructions. For select DPs, there may be additional narrative requirements. (See Page 11 of the Executive Budget Instructions). Click on update to save your work.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

**Decision Package Description**

Dept DEPARTMENT OF LABOR & INDUSTRY Version 2009-6602-A-03 B365

Level 6602-01-00-00-00-00

DP Description	Analyst	Include	Print Narr	DP No.	DP Type	DP Cat.
Operating Increase	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10002	PL	0
Research & Analysis Funding Switch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10001	NP	0

DP Descr. Operating Increase Analyst Ind ☐ Include ☒

DP No. 10002 DP Type PL DP Cat. None Print Narr Ind ☐

Font: Times New Roman Size: 10

Navigation: Update Insert Delete Undo Budget Request Exit

- To enter the financial portion of the DP, go to Preparation/General Budgeting/Budget Request and select the appropriate reporting level. From the Budget Request screen, click on the “Decision Packages” button.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Open Budget Request

Decision Packages

Dept	Program	Version	Level	Organization	Project/Grant
DEPARTMENT OF LABOR & INDUSTRY	WORKFORCE SERVICES DIV	2009-6602-A-03	6602-01-01-10-00-00-00	B215	

DP Type/No.	Category	Description	Other RL(s)	Total Costs
				FY08 FY09
PL 10002	0	Operating Increase	Yes	0 0
NP 10001	0	Research & Analysis Funding Switch	Yes	0 0

Update Undo Build Exit Cost Fund FTE RL(s) Print Help DP Narr

NOTE 1: This screen shows all DPs that have been created for the PROGRAM, however it only displays costs specific to the reporting level selected. A single DP can contain costs in multiple reporting levels WITHIN a program.

- ✓ TASK: ALL pending and approved EPP items that were carried forward into decision packages were carried forward in first level (unallocated) accounts. The decision packages **MUST** have the first level accounts zeroed out and the dollar amounts allocated to third level detail.

- Select the appropriate decision package(s) and click on the “Build” button.
  - Enter costs in the appropriate accounts by typing in the correct amount. Use the scroll bar on the right hand side to view more account codes. Click on update to save your work.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Open Budget Request

Decision Packages - Expenditure

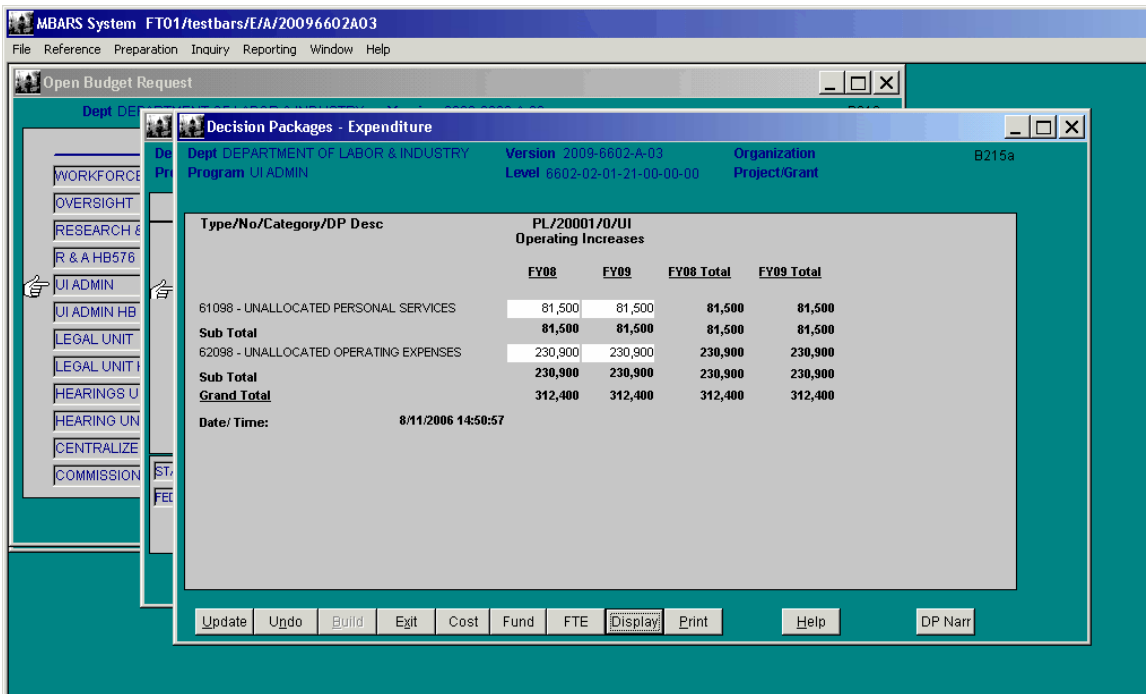
Dept DEPARTMENT OF LABOR & INDUSTRY Version 2009-6602-A-03 Organization B215a  
 Program WORKFORCE SERVICES DIV Level 6602-01-01-10-00-00-00 Project/Grant

Type/No/Category/DP Desc	NP/10001/0/Research & Analysis Funding Switch			
	FY08	FY09	FY08 Total	FY09 Total
61000 - Personal Services		0	0	0
61100 - SALARIES	0	0	0	0
61101 - REGULAR	0	0	0	0
61102 - OVERTIME	0	0	0	0
61103 - SICK LEAVE	0	0	0	0
61104 - VACATION	0	0	0	0
61105 - HOLIDAY	0	0	0	0
61113 - LONGEVITY	0	0	0	0
61133 - TERMINATION PAY - SICK LEAVE	0	0	0	0
61134 - TERMINATION PAY - VACATION	0	0	0	0
61136 - FLSA COMP TIME PAY OUT	0	0	0	0
61138 - HOLIDAY PAY OUT	0	0	0	0
61158 - COMPENSATORY TIME TAKEN	0	0	0	0

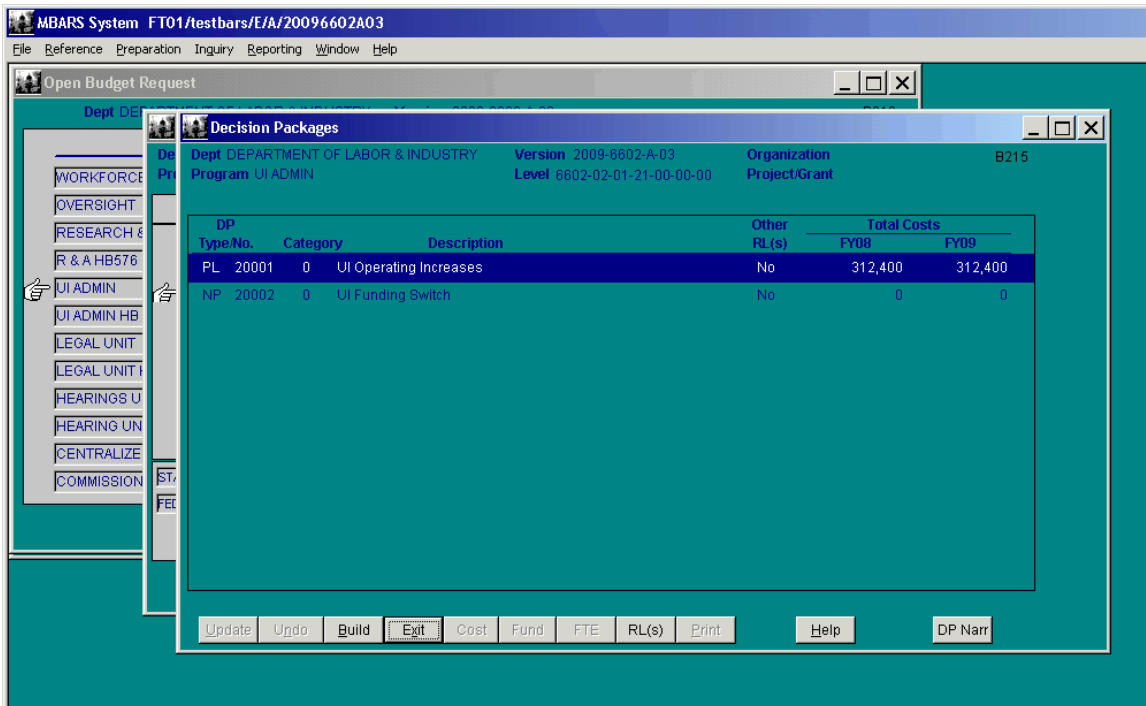
Update Undo Build Exit Cost Fund FTE Hide Print Help DP Narr

- Costs related to FTE will be automatically posted to the DPs when the Update Budget button is clicked on the FTE screens. Note that account 61700 'Lump Sum Adjustment' is automatically posted from the position detail screen. A "0" is posted if no amount is on the position screen. If you input a value into this expenditure account manually on the DP screen when costs are posted from the B124 screens, the value will be overwritten with whatever value exists on the B124 screen.

**NEW !~!** Screen B215, B215a, B215b, and B215c "Decision Package" selection and 3 DP detail screens (Expenditures, Funding, FTE): The default display mode is unchanged (i.e., users see all DP information that is associated with the selected RL, even if dollars and FTE equal zero for a DP). However a new 'Hide/Display' command button allows users to 'Hide' the zero dollar and FTE information to only view the accounts that are used for the request, and then 'Display' the information again, if desired.



**NEW !~!** Screen B215 “Decision Package” selection: A new column/indicator identifies when a particular DP is associated with other RL4s. A new ‘RLs’ command button allows users to display information about the other RLs, if desired. The Hide button will remove the information from the screen.



To fund the DP, click on the fund button at the bottom of the screen. Click in the box behind the correct fund and enter the dollar amount. Repeat with additional funds as needed. Total Funds MUST EQUAL Total Costs. Click on update to save your work.

MBARS System FT01/testbars/E/A/20096602A03

FileReferencePreparationInquiryReportingWindowHelp

Open Budget Request

Decision Packages - Funding

Dept DEPARTMENT OF LABOR & INDUSTRY

Version 2009-6602-A-03

Organization

B215b

Pr Program WORKFORCE SERVICES DIV

Level 6602-01-01-10-00-00-00

Project/Grant

DP Type / No./ Cat. and Description	Fund	Line Item Code	Fund Name	FY08	FY09
NP 10001 0	Funding - Research & Analysis Funding Switch				
	01100	0	GENERAL FUND	0	0
	02242	0	Contracts From PHHS	0	0
	02258	0	Employment Security Account	0	0
	02288	0	MJTP Subgrants/Contracts	0	0
	02315	0	DLI Info Exchange/Rental	0	0
	03124	0	Employment Trng Grants	0	0
Total Funds				\$0	\$0
Cost:					
NP / 10001 / Research & Analysis Funding Switch				\$0	\$0
Date/Time: 8/11/2006 15:23:21				Total Costs	\$0
				\$0	\$0

Up

UpdateUndoBuildExitCostFundFTEHidePrintHelpDP Narr



## 6. FUNDING THE PAY PLAN:

In order for the Budget Office to correctly allocate funding for the Pay Plan bill, each agency **MUST** record its funding ratios in MBARS.

- ✓ To record the funding ratios, go to Preparation/General Budgeting/ /Fund Distribution.
- ✓ Select the appropriate reporting level.
- ✓ Enter as many funds as needed to equal 100%.
- ✓ Repeat for all reporting levels in your agency that have personal services budgets.
- ✓ FYI: Percentage of funding of the Base Budget Actual Expenditures is available to view (for information only) at Preparation/General Budgeting/ Fund Distribution/Group 1 Detail.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

**Funding Options**

Version 2009-6602-A-03 Dept 6602 B540

Level 6602-01-01-10-00-00-00 WORKFORCE SERVICES DIV

**Apply to First Level Expenditure Accounts** Title: Rollup for all levels

☒ 61000 ☒ 62000 ☒ 63000 ☒ 64000 ☒ 65000 ☒ 66000 ☒ 67000 ☒ 68000 ☒ 69000

☒ Manual Override will be used Detail

**Pay Plan Funding - Group 2** Title: Pay Plan Increase Only

☒ Pay Plan Increase Only Detail

Undo Exit

## 7. REVENUE ESTIMATES:

- ✓ To review and update revenue estimates, go to: Preparation/General Budgeting/Budget Control Checklist/Revenue Estimates. Click on the "Not Complete".

Revenue Account and Name	Fund	Actual 2006	Budgeted 2007	Budgeted 2008	Budgeted 2009
512030 Accommodations	01100	0	131	131	131
512033 Accommodation T	01100	416	0	0	0
538000 Miscellaneous Int	01100	0	20	20	20
538006 Interest Earned	01100	7	0	0	0
543000 Civil Penalty Fines	01100	0	17,064	17,064	17,064
543022 Prevailing Wage-F	01100	1,743	0	0	0
545000 Miscellaneous Fin	01100	0	24,736	24,736	24,736
545050 General Fund Fine	01100	42,085	0	0	0
508000 Pol Licenses	02024	0	14,894	14,894	14,894
508196 Blasters License	02024	200	0	0	0
508197 Blasters Renewal	02024	9,882	0	0	0

The Revenue Estimate screen will display the revenue accounts and funds for revenue collected in the base year.

- ✓ Agencies should verify actual base year revenue estimates for accuracy
- ✓ Administering agencies MUST record revenue estimates for FY2007, FY2008, and FY2009. This is important so that the Governor presents a balanced budget. Agency proposals could be cut due to lack of revenue if agencies do not update revenue estimates to accurate and verifiable levels.
- ✓ Update estimates by entering the correct amounts in the white boxes. Click update to save your work.
- ✓ To insert a line, click the insert button.

## **8. NARRATIVE:**

Certain narrative fields for each agency were copied forward from the Legislative or the OBPP version for the 2007 biennium. Agencies should review all narrative in MBARS and update as necessary.

- ✓ Narrative fields can be found at Preparation/General Budgeting/Narrative Input.
  - Select Agency, sub-program, or Program level from the drop down menu. Under “Title”, select the narrative category you would like to enter or edit.
  - OBPP requires the following narrative fields to be completed:
    - Agency Level:
      - Mission Statement (required)
      - Statutory Authority (required)
      - Reorganization (optional)
      - Supplemental Appropriation Description (optional)
      - Executive Recommended Legislation (optional)
      - Executive Budget Recommendation (OBPP use only)
      - Language (optional)
    - Program Level:
      - Program Description (required)
      - Program Reorganization (optional)
      - Executive Budget Recommendations (OBPP use only)
      - Language (optional)
- Narrative relative to proprietary programs is discussed in detail in the Executive Budget Instructions in Section 13.
- The LFD publishes the Agency Description field in the Budget Analysis Book, so please review and edit that field as needed.
- Decision Package narrative is entered under Preparation/General Budgeting/Decision Package Definition. Narrative should include a brief one or two line description of the request, a line space and a paragraph describing the request. The last paragraph as well as any additional justification that has been included should be segregated by using square brackets [ ]. In addition, select DPs may require additional justification – see 11 of the Executive Budget Instructions.

SEE THE OBPP EXECUTIVE BUDGET INSTRUCTIONS FOR MORE DETAILED NARRATIVE REQUIREMENTS.

### **Narrative notes:**

- ✓ Please **DO NOT** use any type of special formatting such as: indents, tabs, bold, italics, bullets, underline, etc. OBPP will format the narrative to fit the Executive Budget style when the book is prepared
- ✓ You can copy and paste narrative blocks from Word or WordPerfect.
- ✓ DO NOT type anything in a narrative field unless you intend to leave it there. If so much as a period or space is typed in a narrative field, the field will show up in the budget book during narrative processing and will have to be manually deleted.
- ✓ Reference the OBPP Executive Budget Instructions for details on additional narrative requirements for Proprietary Funds.
- ✓ **NEW!~!** Screen B998 “Narrative Export”: Agency users can now export narrative from specified EPP (i.e., EPP narrative) and GB/BI (i.e., DP and ‘Other’ narrative) versions to formatted Word documents. Default sort sequences can be changed by clicking on B998 column headers, and EPP and DP narrative can be exported for ‘All Programs’ or individual programs.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

**Narrative Export**

B998

-----Source Version-----

Biennium: 2009 Department: 6602 DEPARTMENT OF LABOR & INDUSTRY Version: A 3 Agency Training

EPP Narrative DP Narrative Other Narrative

Reporting Level

Export	Prog	Included	DP Type	DP#	Decision Packages
--------	------	----------	---------	-----	-------------------

Select All Deselect All

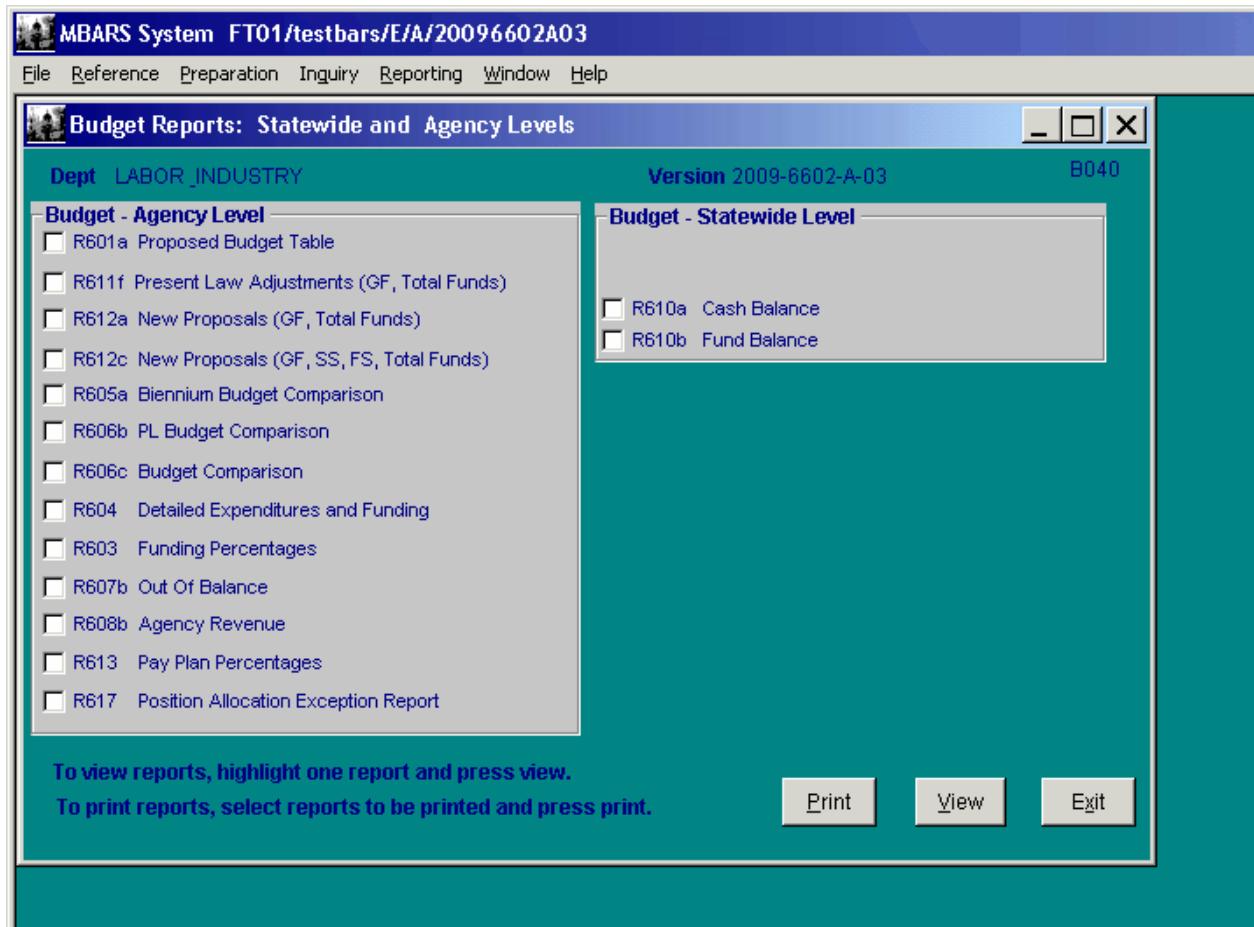
Export Exit

## 9. REPORTS:

Descriptions of the various reports are contained in the MBARS Users Manual which is located on the MINE .

There are many reports available for MBARS Users:

- ✓ Reporting/Budget Reports/Statewide and Agency level



✓ Reporting/Budget Reports/Program and Sub-Program Levels

The screenshot shows the MBARS System interface for the 'Budget Reports: Program and Sub-Program Levels' window. The title bar indicates the system is 'FT01/testbars/E/A/20096602A03'. The menu bar includes File, Reference, Preparation, Inquiry, Reporting, Window, and Help. The window is divided into two main sections: 'Budget - Program Levels' and 'Budget - Sub-Program Levels'. The 'Program Levels' section lists 18 reports, with 'R612b New Proposals (GF, Total Funds)' highlighted. The 'Sub-Program Levels' section lists 5 reports. At the bottom, there are instructions: 'To view reports, highlight one report and press view.' and 'To print reports, select reports to be printed and press print.' along with 'Print', 'View', and 'Exit' buttons.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Budget Reports: Program and Sub-Program Levels

Dept LABOR INDUSTRY Version 2009-6602-A-03 B041

**Budget - Program Levels**

- ☐ R601b Proposed Budget Table
- ☐ R611a Present Law Adjustments (GF, Total Funds)
- ☐ R611d Present Law Adjustments (GF, SS, FS, Total Funds)
- ☐ R612b New Proposals (GF, Total Funds)
- ☐ R612d New Proposals (GF, SS, FS, Total Funds)
- ☐ R605b Biennium Budget Comparison
- ☐ R606a PL Budget Comparison
- ☐ R606d Budget Comparison
- ☐ R604a Detailed Expenditures and Funding
- ☐ R603a Funding Percentages
- ☐ R614 Pay Plan Percentages
- ☐ R616 DP Description - All Programs
- ☐ R616a DP Description - Choose a Program
- ☐ R616b DP Description - Choose Program and Bill Number
- ☐ R618 Position Allocation Exception Report

**Budget - Sub-Program Levels**

- ☐ R601c Proposed Budget Table
- ☐ R611e Present Law Adjustments (GF, SS, FS, Total Funds)
- ☐ R612e New Proposals (GF, SS, FS, Total Funds)
- ☐ R604b Detailed Expenditures and Funding
- ☐ R603b Funding Percentages

To view reports, highlight one report and press view.  
To print reports, select reports to be printed and press print.

Print View Exit

✓ Reporting/Budget Reports/Reporting Levels

The screenshot shows the MBARS System interface for the 'Budget Reports: Reporting Levels' window. The title bar indicates the system is 'FT01/testbars/E/A/20096602A03'. The menu bar includes File, Reference, Preparation, Inquiry, Reporting, Window, and Help. The window displays the 'Dept' as 'DEPARTMENT OF LABOR INDUSTRY', 'Version' as '2009-6602-A-03', and 'B042'. There is a dropdown menu for 'Rptng Lvl'. Below this, a list of reports is shown under the heading 'Budget - Reporting Level'. At the bottom, there are instructions: 'To view reports, highlight one report and press view.' and 'To print reports, select reports to be printed and press print.' along with 'Print', 'View', and 'Exit' buttons.

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Budget Reports: Reporting Levels

Dept DEPARTMENT OF LABOR INDUSTRY Version 2009-6602-A-03 B042

Rptng Lvl

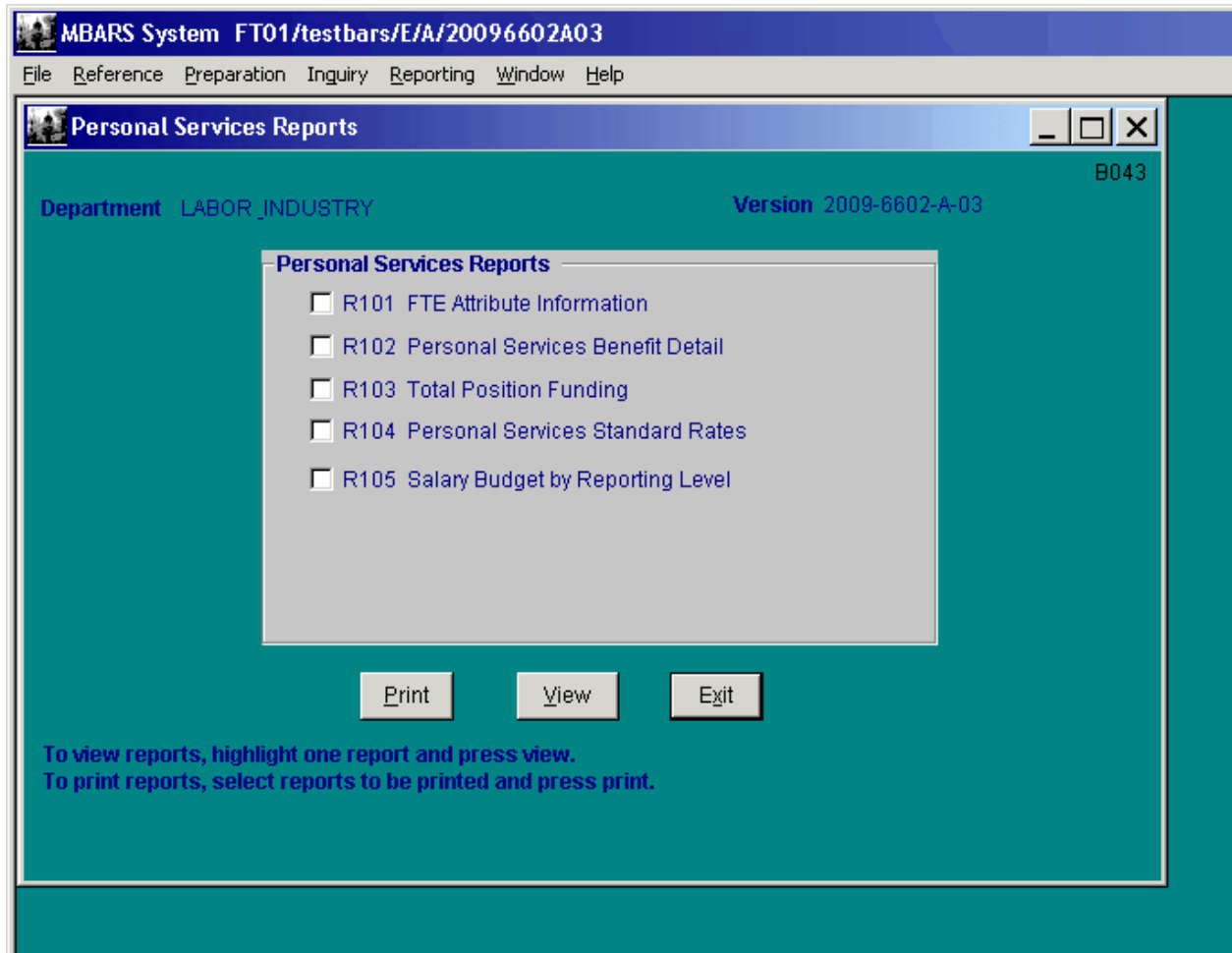
**Budget - Reporting Level**

- ☐ R601d Proposed Budget
- ☐ R611c Present Law Adjustments (GF, Total Funds)
- ☐ R611b Present Law Adjustments (GF, SS, FS, Total Funds)
- ☐ R604c Detailed Expenditures and Funding
- ☐ R603c Funding Percentages
- ☐ R615 Pay Plan Percentages

Print View Exit

To view reports, highlight one report and press view.  
To print reports, select reports to be printed and press print.

✓ Reporting/Personal Services Reports



## 10. DATA EXTRACTS:

MBARS System FT01/testbars/E/A/20096602A03

File Reference Preparation Inquiry Reporting Window Help

Data Extracts

2009-6602-A03 B021

☒ Budget Detail

☐ Decision Package Detail

☐ Revenue Detail

☐ Sub-Class and Org Allocations (BI versions only)

☐ Reference Information

**Position Data Extracts**

☐ Position Detail

☐ Position Funding

☒ Funding Split Information

CP Detail (CP versions only)

EPP Detail (EPP versions only)

Version 2009-6602-A03

Bill No  If this box is left empty, the extract will be generated for all bills.

Program  If this box is left empty, the extract will be generated at an agency level.

RL 4

Display Extract in Excel ☒

Default Column Width 12

Generate Extract Exit

Budget extracts are available in MBARS to allow budget data to be loaded into Excel or DocuAnalyzer.

Three types of extracts are available: Financial, Personal Services, and Reference.

1. The budget detail extract can be run by agency, program, or RL 4, and gives third level detail and funding records for the selected budget.
2. The decision package detail extract can be run by agency, program, or RL4, and gives third level detail and funding records for decision packages in the selected budget.
3. The personal services extract can be run by
4. The personal services funding extract will be available in late August and can be run by
5. The reference information extract gives reference info by agency, program, or reporting level such as DPs related to a program and line item funding records.
6. A new extract is available for the D01 (detailed download version).

Extracts are exported to Excel by:

- Inquiry/Data Extracts
- Click the radio button for the desired extract type
- Bill No. – Select a bill number
- Program – Leave blank to extract the entire agency or select a specific program
- RL 4 – Leave blank to extract the entire program or select a specific RL 4.
- Click the generate workbook button.



- When the box comes up, select a location on your hard drive to save the file.
- Data can be analyzed in Excel or DocuAnalyzer.
- SABHRS has created DocuAnalyzer models that can be used to analyze the data. The models and the instructions on how to use them can be found on the MINE.

## **11. BUDGET SUBMISSION:**

When you are ready to submit your budget to the Budget Office, go to the Budget Control Checklist and verify that all items are marked "Complete". Any attempt to change from "Not Complete" to "Complete" triggers a validation process that ensures the item is indeed complete. If it isn't, the system will tell you what is wrong/missing. You must fix the problems prior to marking "Complete. Note that the Budget Request must be complete before Fund Distribution can be changed to complete. Also, if data is updated after the value has been set to complete, the value automatically gets changed back to not complete. You will have to mark it complete again.

Next, if you are the person designated by your agency to submit the budget, go to the Version Control screen.

On the version control screen, click once to highlight the version you want to submit and click the "Submit" button. Phone or E-mail Jeanne Nevins at OBPP (x3616) to let her know that you have submitted your budget request.